



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 05-24

4 May 2005

**National Guard Associations' Meetings and Attendance  
Expires 31 December 2005**

1. The Adjutant General has determined that participation in the following National Guard Associations' Meetings for the remainder of this calendar year are in the best interest of the California National Guard. Therefore, Federal Civil Service (Technicians), Active Guard/Reserve, State Active Duty, and State Civil Service personnel may use Administrative Leave as approved by their supervisor when attending the following meetings:

**National Guard Association of the United States (NGAUS)**

Board of Directors Summer Meeting, 22-24 July 2005, Washington, D.C.

**Enlisted Association of the National Guard of the United States (EANGUS)**

34th Annual Conference, 21-24 August 2005, Orlando, Florida

**National Guard Association of the United States (NGAUS)**

127th General Conference, 17-19 September 2005, Honolulu, Hawaii

**Sergeants Major Association of California (SGMAC)**

Annual Meeting, Sergeants Major Association 38th Annual Conference, 7-9 October 2005, Reno, Nevada

**Army of the United States (AUSA)**

Annual Meeting, 3-5 October 2005, Washington, D.C.

**United States Army Warrant Officers Association (USAWOA)**

33rd Annual Meeting, 24-28 October 2005, Tucson, Arizona

2. Use of administrative leave will be reported on the employee's appropriate Time & Attendance Report as follows:

a. Federal military technicians must request administrative leave and be approved by their supervisors on an SF-71, coded with "LV" and annotated on their T&A card "Admin Leave." Additionally, annotate in the remarks block "Attendance at (name of conference, with dates and location)."

b. Active Guard and Reserve (AGR) personnel will use permissive TDY (non-chargeable leave) as follows:

- Army AGR personnel will complete DA Form 31, Request and Authority for Leave, IAW Table 5-16, AR 600-8-10, Leave and Passes, dated 1 Jul 94.
- Air AGR personnel will complete AF Form 988, Leave Request/Authorization, pursuant to Table 7, AFI 36-3003.

c. State Active Duty members would indicate "Duty" on their monthly Report of Duty and also indicate "attendance at (name of conference, date & location)." State Civil Service employees will annotate their T&A report (Standard Form 634) by entering "Admin Leave" in item 8 (other). In item 6 enter the remark "Attendance at (name of conference, date & location)."

3. POC this TAAI is Captain Stuart Ewing at CAGNET 6-3402, DSN 466-3402 or (916) 854-3402.

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